Banner - Online Help

Banner includes online help for some forms, fields and tasks you can perform. You may access the help files by clicking on the Help Center link, located at the far right of the menu screen, by selecting the Online Help button on the toolbar (the question mark in a circle icon) or by selecting the Online Help option of the Help pull-down menu.

When you use the Online Help button or select Online Help from the Help menu, you will initially see information about the form on which you are currently working. If you wish to see information about another Banner product, you may click on Help Center from the menu screen, or you may click on Banner Help Center on the toolbar from within the help system.

If you need to know information about a specific block or field on a form (for example, so you can select that data in an Access query), move your cursor to that field and then select Dynamic Help Query from the Help pull-down menu; you may also place the cursor in the field and press Shift while double-clicking the mouse. A pop-up will appear with the name of the form, the table name behind the form in the Block field and the Field name. You may find some specific help by clicking in the Banner radio button; you may be referred to the Online Help, or you may find a brief description of the field, how it is used and how certain values may be used. Dynamic Help is being gradually replaced by Online Help.

Banner Documentation

Banner documentation may be accessed directly from the menu screens in Banner. The Banner Documentation link is located on the right of the menu screen, the fourth item listed under My Links. Bookshelf allows searching of all available documentation - user manuals, release guides, and other process specific manuals and handbooks. Instructions for using Bookshelf and setting up your preferences appear when you first open up Bookshelf.

Note: in earlier versions of Banner, there was only one user manual per major release and each chapter was a separate document; any major changes were documented in the release guides. As of Banner7, the user manual is a single document and it is re-released with each major upgrade; the release guides will give only a summary of the changes.